

**Minutes of the Special And Regular Meeting of Tuesday, August 30, 2005  
City Council Chambers, One Twin Pines Lane**

**SPECIAL MEETING**

**CALL TO ORDER 6:30 P.M.**

**ROLL CALL**

**COUNCILMEMBERS PRESENT:** Feierbach, Bauer, Metropulos, Warden

**COUNCILMEMBERS ABSENT:** Mathewson

**Staff Present:** Interim City Manager Crist, Human Resources Director Dolan, City Clerk Cook.

**STUDY SESSION**

**Discussion and Direction regarding City Manager Search Firm Proposals**

Interim City Manager Crist reviewed the Request for Proposal (RFP) schedule. He noted that seven firms had responded. In order to adhere to the schedule of hiring a search firm at the Council meeting on September 13, Council would need to interview selected firms during the week of September 6.

Mayor Warden passed around copies of a matrix that he developed, and Council concurred to use it to determine the top search firm candidates.

City Clerk Cook tallied and announced the matrix results. Discussion ensued regarding the various firms.

In response to discussion regarding the Mathis firm, Interim City Manager Crist stated that the firm does not advertise, and its focus is mainly on team building and Council retreats. The firm is well known internally among city staffs. He noted it provided a unique response, and may provide a different perspective.

Council concurred that the Mathis firm would be a potential firm to interview.

In response to discussion regarding the CPS firm, Mayor Warden stated that they are the most expensive, but have good references. He noted that they did not indicate who would be doing the work within their staff, and that their timeline was lengthy. He is not impressed and would be biased against the firm if Council were to select them for an interview.

Councilmember Bauer stated that costs could be negotiated.

Councilmember Feierbach stated that she was impressed with the Avery firm when it was interviewed for the Executive Director position at the South Bayside Sanitary Authority.

Councilmember Metropulos stated that he would give consideration to firms who are located in the area, and noted that Avery and Hayhurst are local firms.

Mayor Warden noted that the Avery firm proposes to withhold full payment of its fee until the search is completed. He commented that this gives incentive for them to find a successful candidate. He also noted that only one firm responded to the ethics issue in their proposal.

In response to discussions regarding interview length, Mayor Warden noted that 30 minutes should be sufficient, and recommended checking references ahead of time. He also requested that the firms be asked to respond to the RFP during the interview.

Warren Lieberman, Miramar Terrace/Council candidate, noted that interviewing five firms in one evening could be problematic. He recommended narrowing the field to three. He noted that references and experience in Belmont are important, as is location.

Discussion ensued, and Council concurred to interview three firms, Avery, Hayhurst, and Mathis, and to set aside September 12 as the sole interview date.

Discussion and Direction regarding salary, benefits, and operational issues for City Clerk  
City Clerk Cook stated that the City Clerk is a full-time elected position in Belmont, and there is no provision in the Government Code for one elected official to evaluate performance of another. She noted that the Council sets the Clerk's salary.

Mayor Warden noted that the City Clerk does a good job producing minutes, and that the Clerk's office responds promptly to the City Council when information is requested.

City Clerk Cook outlined hours of operation for the City Clerk's office. She noted that scheduling changes had been made to ensure that the Clerk's office was open during the hours of 8:00 a.m. and 5:00 p.m. to the greatest degree possible for a two-person office.

Council discussion ensued, and Council directed that steps be taken to ensure the office is open during business hours.

City Clerk Cook provided information outlining her membership in professional organizations, and described some of the professional growth and training opportunities provided by those organizations. She noted that ongoing education and training is important. She advised that it was her goal to achieve formal City Clerk certification, which is accomplished through attendance at training and conferences. She noted that many of the former Belmont City Clerks were certified, and some took active leadership roles in the professional organizations.

Discussion ensued regarding Council packet delivery. City Clerk Cook advised that a new delivery driver had been hired, and that packet delivery would resume starting with the next City Council meeting.

ADJOURNMENT at this time, being 8:00 P.M.

Terri Cook  
City Clerk

**Meeting Tape Recorded but not Videotaped**  
**Audio Recording 616**  
**Minutes approved 9/29/2005**